



Epsom Girls Grammar School

Music

Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

Values: Courage, compassion, curiosity, community

Position:	Music Administrator
Tenure:	Permanent, Support Staff
Hours:	19 hours per week, term time only
Responsible to:	HOD Music
Reporting to:	HOD Music
Working relationships with:	Students, teaching staff and support staff

Primary responsibility: To contribute to the development of a learning environment in which the aims of the Learning at EGGS Statement may be achieved within the specific context of the Music Area.

Key Skills:

- Competency in the Music area
- Adept in Music computer programmes
- Have the ability to work independently and show initiative
- Able to communicate effectively with others

The successful applicant should be:

- Passionate about the Music or creative industries
- Motivated and demonstrate a willingness to support the Music Department
- Competent in computer skills and experienced in using the google suite,
- Efficient with resource management in a timely manner
- Able to manage projects